

Message

From: O'Reilly, Maureen [OReilly.Maureen@epa.gov]
Sent: 7/15/2019 7:13:02 PM
To: Aviles, Jesse [Aviles.Jesse@epa.gov]
Subject: RE: Re: VB I-70 - Continuation of CAG Facilitation Services

Jesse – I'll be sure to point that out to them! Hopefully we will get a new template with the new contract.

I'll go ahead and have Jodi Powell work up the PR for us on this so we can be sure to have this Task Order in place for you in time for your next quarterly meeting.

Maureen

From: Aviles, Jesse
Sent: Monday, July 15, 2019 12:58 PM
To: O'Reilly, Maureen <OReilly.Maureen@epa.gov>; Chergo, Jennifer <Chergo.Jennifer@epa.gov>
Subject: RE: Re: VB I-70 - Continuation of CAG Facilitation Services

No additional comments. Just a reminder to HQ that the numbering is incorrect and the document doesn't follow section 508 guidelines.

Thanks,

Jesse

From: O'Reilly, Maureen
Sent: Monday, July 15, 2019 10:53
To: Aviles, Jesse <Aviles.Jesse@epa.gov>; Chergo, Jennifer <Chergo.Jennifer@epa.gov>
Subject: RE: Re: VB I-70 - Continuation of CAG Facilitation Services

Jesse – I have made the two changes you suggested to the language of the SOW.

In the opening paragraph I included information about the status of the site and reference OU1, OU2 and OU3 as you indicated in your comment. I also added language to the agenda development task that the facilitator will work with members of the community and the EPA to prepare agendas before each meeting.

The format of the SOW is dictated by EPA HQ, however, so I'm not able to make the formatting changes you suggested.

Take another look at the SOW and let me know if you are ready to authorize Jodi Powell to prepare a PR for these services. I have a packet of supporting documentation already prepared for this project and will meet with her to get that process started for us.

Thanks for your time on this! - Maureen

From: Aviles, Jesse
Sent: Monday, July 15, 2019 9:23 AM
To: O'Reilly, Maureen <OReilly.Maureen@epa.gov>; Chergo, Jennifer <Chergo.Jennifer@epa.gov>
Subject: RE: Re: VB I-70 - Continuation of CAG Facilitation Services

Hello Maureen:

Attached is the document. It has on comment on the abstract. I don't see anything that I need to change with the SOW except for the suggestion Jennifer made during our meeting about contacting the community members to prepare the agendas and collect more information about community concerns.

I also formatted the document as the order of the items was wrong. If you will like to paste text from other documents, please do as text only to not mess the format. Let me know if you need help doing this.

Thanks,

Jesse

From: O'Reilly, Maureen
Sent: Monday, July 15, 2019 07:46
To: Chergo, Jennifer <Chergo.Jennifer@epa.gov>; Aviles, Jesse <Aviles.Jesse@epa.gov>
Subject: RE: Re: VB I-70 - Continuation of CAG Facilitation Services

Jennifer – Thanks for the comments on the Statement of Work for facilitation services on the VB I-70 site. It makes sense for the facilitator to work with you and Jesse to prepare and distribute meeting agendas and make sure a meeting room is secured well in advance of these quarterly events. Glad that will work for you.

Now we just need to get the green light from Jesse and we'll be good to go in getting Jodi to prepare a PR for this project.

Talk with you soon. - Maureen

From: Chergo, Jennifer
Sent: Friday, July 12, 2019 6:02 PM
To: O'Reilly, Maureen <O'Reilly.Maureen@epa.gov>; Aviles, Jesse <Aviles.Jesse@epa.gov>
Subject: RE: Re: VB I-70 - Continuation of CAG Facilitation Services

Hi all. There are two things on here that are more than what the facilitator is doing now: securing the location and doing the agenda. That said, I think it would be great if the facilitator took on that role going forward. So, I give my approval to proceed. Maybe Jesse has already done that anyway.

Thanks Maureen. This contract change must be a ton of work for you!
-jc

From: O'Reilly, Maureen
Sent: Tuesday, July 9, 2019 9:06 AM

To: Aviles, Jesse <Aviles.Jesse@epa.gov>; Chergo, Jennifer <Chergo.Jennifer@epa.gov>

Subject: Re: VB I-70 - Continuation of CAG Facilitation Services

Jesse and Jennifer – The current national contract for facilitation services is ending this month and a new contract is being put into place. In order to assure continued facilitation services for the quarterly meetings on VB I-70, we'll need to put a new task order in place.

Attached you will find the Statement of Work and Independent Government Cost Estimate that I've prepared for you. These documents have been approved by EPA HQ and with your approval we can take the next steps in setting up the new task order.

As soon as I have your approval to proceed, I'll need to work with the person in your office who prepares Purchase Requests for you to obtain the needed funding for this work (approximately \$12,000). Just let me know who that person is and I'll work one-on-one with them to get the PR set up as required by EPA HQ.

There is a small amount of funding left in the current task order under the contract that is closing. As soon as the final invoice has been issued and paid, I can work with your office to deobligate residual funds from the closed contract, which should happen sometime in August or September.

Please don't hesitate to contact me with any questions you may have about any of this. Thanks!

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